**Name of Graduate Certificate:** Post Master's Leadership in Higher Education

**College:** Education  **Department:** Adult, Career and Higher Education

**Contacts:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>e-mail address</th>
<th>Location</th>
<th>Mail Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Cert Director</td>
<td>Don Dellow</td>
<td>4-9696</td>
<td><a href="mailto:Dellow@coedu.usf.edu">Dellow@coedu.usf.edu</a></td>
<td>151 COE</td>
<td>105 EDU</td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
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<tr>
<td>Admin. Asst.</td>
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</table>

**Academic Requirements:**

- **Total Credit Hours Required:** 12 Credit Hours
- **Implementation Date:** Fall 2010
- **Expected Enrollment:** 30 Per Year
- **Time Limit for Completion:** Three Years

Other programs this graduate certificate links to: Higher Education Doctoral Degree Programs

**Curriculum – List graduate certificate courses:**

<table>
<thead>
<tr>
<th>Course number</th>
<th>Title/Credits</th>
<th>Faculty Member</th>
<th>Delivery Method</th>
<th>Required or Elective</th>
<th>New or Existing</th>
<th>Part of another grad certificate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDH 6061</td>
<td>Community College OR</td>
<td>D. Dellow</td>
<td>Live/Online</td>
<td>Required</td>
<td>Existing</td>
<td>No</td>
</tr>
<tr>
<td>EDH 6051</td>
<td>Higher Ed in America</td>
<td>K. King</td>
<td>Live/Online</td>
<td>Required</td>
<td>Existing</td>
<td>No</td>
</tr>
<tr>
<td>EDH 7632</td>
<td>Leadership in Higher Education</td>
<td>D. Dellow</td>
<td>Live/Online</td>
<td>Required</td>
<td>Existing</td>
<td>No</td>
</tr>
<tr>
<td>EDH 7636</td>
<td>Organizational Theory and Practice</td>
<td>D. Dellow</td>
<td>Live/Online</td>
<td>Required</td>
<td>Existing</td>
<td>No</td>
</tr>
<tr>
<td>EDH 7505</td>
<td>Finance in Higher Education OR</td>
<td>L. Stryker/King</td>
<td>Live</td>
<td>Elective</td>
<td>Existing</td>
<td>No</td>
</tr>
<tr>
<td>EDH 7633</td>
<td>Govern Colleges and Universities OR</td>
<td>W. Young</td>
<td>Live/Online</td>
<td>Elective</td>
<td>Existing</td>
<td>No</td>
</tr>
<tr>
<td>EDH 7931</td>
<td>Special Topics in Higher Education</td>
<td>Dellow/Eison/Ki</td>
<td>Live</td>
<td>Elective</td>
<td>Existing</td>
<td>No</td>
</tr>
</tbody>
</table>
Course location/delivery:
Tampa Campus Evening and Weekend Live Course Formats and Online

Brief Description:
This Graduate Certificate provides leadership strategies, skills, and knowledge for those who are employed in the Community College/Higher Education or seek employment in this environment. The Certificate is designed to meet the needs of individuals interested in senior level leadership positions. Those who have graduate degrees in other fields of study will find this leadership certificate of special value. This Post Master's Certificate Program also provides opportunities to improve practice for those who currently serve in leadership positions. Issues such as the "emerging undergraduate college" from the current community college structure will be presented. Current faculty who wish to seek faculty leadership roles within the community college/higher education institution will also benefit from this program of studies.

Courses within this certificate program will help individuals develop cognitive, affective, and interpersonal skills required for success in senior level administrative appointments. With a focus on practitioner/administrator skills, individuals will expand their knowledge base of higher education organizations, practice, and outcomes. The program reinforces a commitment to diversity and ethical decision-making and provides specialized coursework in governance or finance for those who seek it.

Credit toward graduate degree: Up to 12 hours of certificate course credits may be applied to a graduate degree with departmental approval.

Transfer Credit: Non-degree seeking students and transfer students may apply one course to a graduate certificate with department approval.

Standardized tests:

Admission requirements:
Degree: Master's Degree
GPA: 3.5

Prerequisite courses (list specific courses or a certain number of credits in a discipline):
None

Application Process:
Official Transcripts
Resume
Letter of Interest
Other:

Registration Process: First, consult with the certificate program advisor and obtain an electronic course permit if necessary. Then go to http://usfonline.admin.usf.edu/, the link to OASIS, USF’s on-line registration system. Follow directions given on-line.
To access online course materials, students must have the USF NetID (e-mail account).
Please visit: http://www.acomp.usf.edu/feed.php?group=help&item=una to obtain the NetID.

New students, including those studying online, may obtain the USFCard.
Please visit: http://www.auxsvc.usf.edu/usfcard.html to obtain the USFCard.

Tuition and Fees: (Text for this area will be inserted based on the type of certificate selected from the drop-down list below.)

Traditional - all courses delivered on-campus

Financial Aid: Non-degree seeking students are not eligible for financial aid.
Please contact private lenders for information on the types of student loans available.
Purpose – Describe the nature of the graduate certificate program, its primary goals, why it is needed and how it is unique:

Faculty and Administrators from the Bay Area Community Colleges, Private Colleges, and from USF have requested this type of certificate for some time. This certificate would be the only certificate of its kind in the state of Florida.

Upon Acceptance of this Certificate Program, we would request funds from USF ECampus to place the courses online to attract an audience outside the Bay Area and outside the state of Florida. If funded, the certificate could be totally online by the Fall Semester 2010 and be available to a worldwide student population.

Benefits – Describe how this graduate certificate will benefit students, the department, the university and the community.

Students who are employees at USF would gain higher education leadership knowledge, skills and strategies to use in their work assignments. Students who are Bay Area College faculty and administrators would be able to do the same thing.

The Certificate Program could be the initial entry point for students who will later choose to enter a doctoral program in the Department of Adult, Career and Higher Education

Marketing/Outreach -- Describe your target market.

Initially, students would come from USF and Bay Area Colleges.

Competition -- List other schools where a similar program is offered and how the courses are delivered, i.e. traditional, partially online, fully online, alternative calendar, telecourse etc.:

<table>
<thead>
<tr>
<th>University</th>
<th>Location</th>
<th>Name of Grad Cert</th>
<th>Delivery Method</th>
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<tbody>
<tr>
<td>None</td>
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Funding – On a separate sheet, detail costs associated with the start up and operation of the proposed graduate certificate (faculty, staff, equipment, space etc.). Attach a letter of resource support from your department chair/college dean to the signed proposal.

<table>
<thead>
<tr>
<th>APPROVALS</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Ann Cranston-Gingras</td>
<td></td>
<td>3/19/10</td>
</tr>
<tr>
<td>College Committee Chair</td>
<td>William H. Young</td>
<td></td>
<td>3/22/10</td>
</tr>
<tr>
<td>College Assoc. Dean</td>
<td>Harold Keller</td>
<td></td>
<td>3/23/10</td>
</tr>
<tr>
<td>Graduate Council Chair</td>
<td>Jim Strange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Certificates</td>
<td>Karen Liller or Lagretta Lenker</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College of Education
Signature Page

TYPE: New Graduate Certificate
LEVEL: Graduate

Name of Certificate: Post Master's Leadership in Higher Education

Faculty Sponsor: Dr. Donald Dellow
Telephone: 974-9698

APPROVALS
List appropriate Department Chair, Committee Chair, Faculty Council Chair and Associate Dean Approving:

Dr. Ann Cranston-Gingras
Department Chair
SIGNATURE
DATE
11/12/09

Valerie Janesick
Committee Chair
SIGNATURE
DATE
2-12-10

Bill Young
Faculty Council Chair
SIGNATURE
DATE
3/24/10

Harold Keller, Ph.D.
Associate Dean
SIGNATURE
DATE

CONCURRENCE
List other units and department of the University that have been consulted, comments and supporting remarks:

UNIT CHECK ONE: □ CONCURRENCE □ NON-CONCURRENCE □ DEFER RECOMMENDATION

Name/Title
Signature
Date

UNIT CHECK ONE: □ CONCURRENCE □ NON-CONCURRENCE □ DEFER RECOMMENDATION

Name/Title
Signature
Date

COUNCIL/DEAN APPROVALS
Recommendation of Council:

Graduate Council
Undergraduate Council
Approved
Disapproved

Signature of Council Chair:

Date

Action by the Dean of:

Graduate Studies
Undergraduate Studies
Approved
Disapproved

Signature of Dean:

Date

Effective Date (Term): ________________________________